# Air Event Information Sharing Service (A/EISS) Quick Reference Guide (QRG)
## QRG 5: How to Create/Archive/Restore a TOI Card
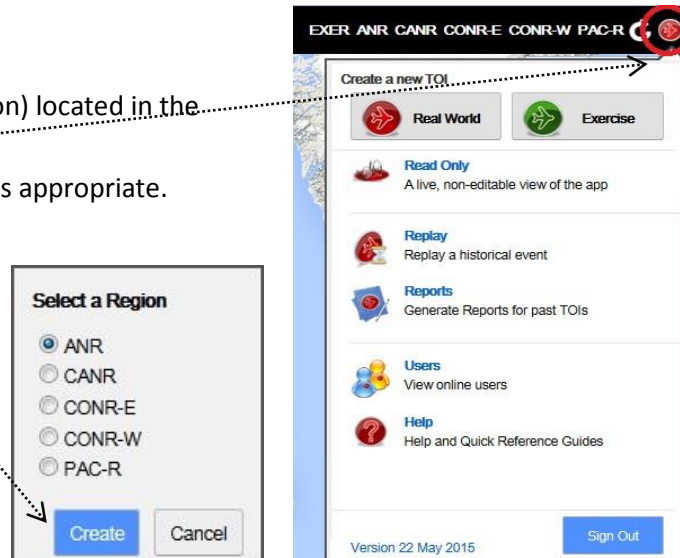
**Access A/EISS.** Login to A/EISS at: **https://sagewind.northcom.mil/secured/AEISS**

To create a new TOI Card:

1.  Select the Menu pull down (red AC icon) located in the upper banner, right corner.

2.  Select either Real World or Exercise, as appropriate.
The *'Select a Region'* menu will appear.

3.  Select the correct Region.

4.  Click the "Create" button.

**NOTE**:  Must have Read/Write privileges.

*Exercise* TOI Card has a Green banner.
*Real World* TOI Card has Red banner
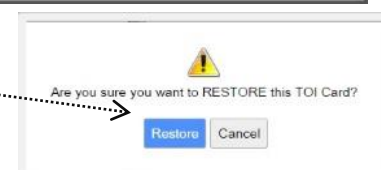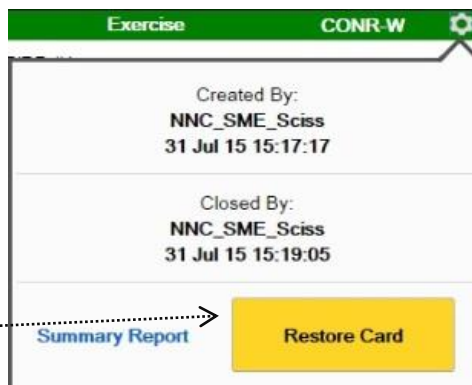
To Archive a TOI Card:

1.  Select the Gear at the top of the card.
The '*Archive'* menu will appear.

2.  Click the "Close Card and Archive" button.
A *'Deactivate'* menu will appear.

3.  Click the "Deactivate" button.

**NOTE:**  A Region/Sector may archive a TOI card where a TOI number was not designated.  Only the N2C2 Air Domain may archive a TOI Card if the event progresses to the point where the CCD assigns a TOI number.

To Restore a TOI Card:

1.  Select the Red Aircraft Icon on the top menu.
2.  Click on "Reports".
3.  Select the Zulu day in the calendar.
4.  Find the TOI Card you want to restore.
5.  Select the Gear at the top of the card.
The *'Reactivate'* menu will appear.
6. Click the "Restore Card" button.
A *'Restore'* menu will appear.
7. Click the "Restore" button.

**NOTE**:  A TOI Card can only be restored within 1 hour of it being archived.